

**23 APRIL 2004**



**Transportation**

**VEHICLE ACCIDENT AND ABUSE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 85 CES/LGRV (TSgt Chad A. Pinkerton)  
Supersedes AFMAN 24-307\_85GP SUP 1,  
17 July 2000

Certified by: 85 GP/CD (Col Steven F. Dreyer)  
Pages: 8  
Distribution: F

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This instruction implements AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. It provides responsibilities to all unit commanders, the Vehicle Management Element, Vehicle Control Officers (VCO) and Vehicle Control Noncommissioned Officers (VCNCO), and vehicle operators for the purpose of maximizing the service life of all Government Owned Vehicles (GOV) under the functional control of the 85th Group. It outlines all local requirements for implementing the Base Vehicle Policies. Send comments and suggested improvements to this instruction on an AF Form 847, **Recommendation for Change of Publication**, through channels, to 85 CES/LGRV.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Responsibilities:**

1.1. Objectives. The objective of this instruction is to provide 85th Group personnel with a comprehensive program of controls and penalties to extend the service life of assigned GOVs by decreasing instances of damage resulting from accidents, abuses and misuse.

1.2. Compliance. All squadron commanders are responsible for compliance with this instruction. All GOV operators have primary responsibility to prevent accidents, abuses and misuse. Secondary responsibility rests with the unit VCO or VCNCO who should be inspecting unit vehicles periodically for unreported damage. Unreported GOV damage clearly indicates the unit operator and/or the VCO/VCNCO are not inspecting their vehicles properly. Documentation, tracking and repair of accident and abuse damage are the responsibility of Vehicle Maintenance.

1.3. Program Managers/Monitors. The 85th Civil Engineer Squadron, Vehicle Management Element (85 CES/LGRV) manages the 85th Group GOV Accident, Abuse, Incident and Misuse Program. The appointed VCO or VCNCO within each organization to which GOVs have been assigned will act as liaison between the using organization and Vehicle Management.

1.4. Program Review. Vehicle Management reviews the accident, abuse, incident and misuse program annually.

1.5. Unit Commanders:

1.5.1. Ensure a viable GOV accident, abuse, and misuse prevention program is part of the unit safety program.

1.5.2. Ensure all GOVs are utilized only for their intended purpose and reasonable care is exercised during their use to maximize service life.

1.5.3. Ensure all GOV accident, abuse and misuse cases are properly investigated within their unit.

1.5.4. Ensure 85 CES is reimbursed for repairs of GOVs damaged while being operated by personnel assigned to their organization.

1.5.5. Resolve all disputes concerning classification of GOV damage and funds transfer.

1.6. Responsibilities. There are times when the using organization is a different organization from the assigned organization when damages occur (i.e. U-Drive-It vehicle from 85 CES/LGRV, a loaned vehicle from another organization, a vehicle used by TDY personnel, etc.).

1.6.1. Under these conditions, when a member assigned to the 85th Group is operating the GOV, the investigation and transfer of unit funds applies to the using organization.

1.6.2. When TDY personnel are operating the vehicle, the unit they are attached to at the time of the incident performs all required investigations and funds all repairs. It will then be local unit's responsibility to recoup the funds from the home unit of the TDY personnel.

1.7. Unit Resource Advisor (RA), Government Purchase Card (GPC) holder. Upon notification from 85 CES/LGRV, the RA or GPC holder will pay for repairs or transfer the appropriate funds.

1.7.1. In most cases, the assigned organization will normally fund the repairs via GPC.

1.7.2. Assigned organizations will reimburse 85 CES/LGRV for civilian labor or labor and materials contracted through Keflavik Naval Air Station, Public Works Department (PWD) for any accident or abuse damage repaired by Vehicle Maintenance, civilian contractor, or PWD. The reimbursement will be coordinated between organizational RAs if it was not accomplished via GPC.

1.8. Vehicle Management. Identify all damage caused by accident or abuse.

1.8.1. Provide letter of notification ([Attachment 2](#)) for a suspected vehicle accident/abuse to the squadron commander of the organization to which the vehicle is assigned, (this may not be the organization responsible for the damage) with a copy of the repair estimate work order. Copies will also be sent to the VCO/VNCO for the assigned organization. If the organization to which the vehicle is assigned is not the organization responsible for the damage, it is still their responsibility to pay for repair costs or make arrangements for those responsible to fund repairs.

1.8.2. Have vehicle repaired upon receipt of memorandum of release/acceptance of financial responsibility ([Attachment 2](#)) from the responsible unit (may not be assigned organization), or after 5 duty days from notification, whichever is earlier.

1.8.3. Maintain accident and abuse case files to track quantity and repair cost data.

- 1.8.4. Provide AF Form 20, Repair Cost and Repairable Value Statement, when requested by assigned or using organization.
- 1.8.5. Track and provide reimbursable cost data to 48 CPTS monthly through 85th Group Commander (85 GP/CC). The 85 GP/CC will receive monthly totals for all assigned units.
- 1.8.6. Withhold replacement vehicle for vehicles involved in accident/abuse actions until Vehicle Management receives memorandum of release.

## **2. Definitions:**

- 2.1. Accidents. Normally the result of a collision, impact or abrasion against a fixed or moving object involving a GOV which causes damage to either the GOV or the object, whether immediately noticeable or not.
- 2.2. Abuses. When an operator fails to exercise reasonable care; a negligent act or omission that results in damage not attributable to fair wear and tear under normal use. Vehicle abuse may result in safety hazards, early failure of components or immediately detectable damage. Some examples of vehicle abuse occur when an individual operator or organization:
  - 2.2.1. Fails to accomplish operator maintenance as outlined in appropriate governing directives.
  - 2.2.2. Fails to report malfunctions, defects or damage to Vehicle Maintenance in a timely manner.
  - 2.2.3. Improperly loads, fails to tie down or otherwise secure cargo.
  - 2.2.4. Tampers with governors or pollution control devices.
  - 2.2.5. Operates a vehicle with improperly inflated tires or tires with insufficient tread.
  - 2.2.6. Fails to adequately protect painted surface from damage or oxidation.
  - 2.2.7. Fails to meet a scheduled service appointment.
  - 2.2.8. Modifies or otherwise installs add-on equipment without prior written approval from 85 CES/LGRV.
  - 2.2.9. Operates a GOV with insufficient oil or coolant or services a GOV with incorrect type of fluid (i.e. diesel instead of unleaded gasoline, standard brake fluid where silicon should be used, gear oil instead of automatic transmission fluid, etc.).
  - 2.2.10. Operates a GOV in a manner for which it was not designed or intended (i.e., while the emergency brake is applied, over-accelerates, changes gears from forward to reverse while the vehicle is in motion so as to cause damage, etc.).
  - 2.2.11. Fails to exercise reasonable care when opening doors in high winds. Reasonable care would include, but is not limited to, parking GOVs into the wind and/or properly restraining the doors when opened. Also checking the wind directional gauge (if equipped), rolling down the window to feel the direction of the air, or viewing signs of wind such as the direction of wind socks, flags, grass or objects blowing nearby.
- 2.3. Incidents. Any GOV damage that cannot be attributed to fair wear and tear, accident, or abuse. Incidental damage is not within the control of the vehicle operator to prevent. For example, damage caused by severe weather conditions (i.e. hail, falling trees, airborne debris, road hazards including rocks, nails, etc., damage caused by faulty mechanical conditions, etc.). All such damage will be

repaired by Vehicle Maintenance as routine maintenance. NOTE: High wind conditions at Keflavik NAS are the norm, thus wind damage is not considered an incident.

2.4. Misuse. GOV damage that cannot be attributed to fair wear and tear, accident, or incident. Normally the result of unauthorized use of a GOV, using a GOV for other than its intended purpose, or failure to comply with proper operating procedures as outlined in the applicable Technical Order or user's manual. Damage sustained as a result of misuse will normally be processed as vehicle abuse.

### 3. Procedures:

3.1. Objective. To provide guidance necessary to effectively report, investigate, track and repair damage resulting from GOV accidents, abuses and misuse.

3.2. Report Initiation. The person causing or discovering GOV damage will notify their unit VCO/VCNCO without delay. All GOV damage will be immediately reported to Vehicle Maintenance for classification (i.e. accident, abuse, misuse or incident) and to prevent further damage and/or unsafe operation of the vehicle.

3.2.1. When involved in a GOV accident, whether damage is visible or not, the operator immediately notifies their VCO or VCNCO, accomplishes all appropriate accident reports and takes the GOV to Vehicle Maintenance for a serviceability inspection.

3.2.2. When GOV damage is not the result of an accident or an investigation determines that the vehicle operator exercised reasonable care, the damage is considered "normal wear and tear" and Vehicle Maintenance accomplishes repairs as routine maintenance. There is no transfer of funds. The Vehicle Management Superintendent or Logistics Readiness Flight Commander will make the final determination on whether the damage is fair wear and tear.

3.2.3. When accidental, abuse or misuse damage is sustained to a GOV, Vehicle Maintenance will request the using organization conduct a Report of Survey (ROS) investigation according to AFI 91-204 *Safety Investigations and Reports* and AFMAN 23-220, *Reports of Survey for Air Force Property*. The commander of the using organization makes the determination whether to conduct an ROS or other form of internal investigation.

### 3.3. Accidents and Abuses:

#### 3.3.1. Vehicle Maintenance Responsibilities:

3.3.1.1. For GOVs involved in an accident, if no damage is discovered initiate an accident estimate work order recording "no damage."

3.3.1.2. If damage is discovered, initiate an itemized estimate of required repairs utilizing an AF Form 1823, Vehicle and Equipment Work Order. Both direct and indirect costs will be included to determine one-time repair limitations.

3.3.1.3. Provide written notification, as required by AFMAN 34-307, to the commander of the using organization, Civil Engineer squadron commander, base legal, finance, and safety offices (electronic notification is acceptable).

3.3.1.4. Request a Report of Survey investigation be conducted by the using organization in accordance with AFI 31-201, AFI 31-204, AFI 91-204, and AFMAN 23-220.

3.3.1.5. Hold the GOV as an exhibit for five duty days pending notification of release by the

using organization. Unless otherwise notified by the using organization, the vehicle will automatically be released five duty days from the date reported to Vehicle Maintenance.

3.3.1.6. Begin repairs upon receipt of a release letter from the using organization or, unless otherwise notified by the using organization, five duty days from the date reported to Vehicle Maintenance.

3.3.1.7. Assigned organizations will reimburse 85 CES/LGRV for civilian labor or labor and materials contracted through Keflavik NAS Public Works Department (PWD) for any accident or abuse damage repaired by the Vehicle Maintenance Section, civilian contractor or PWD. The reimbursement will be coordinated between organizational RA if not accomplished via GPC.

3.3.1.8. 85 CES/LGRV will inspect all accident/abuse damage repairs and release the GMV back to the assigned organization.

3.3.1.9. Notify the using organization (VCO/VCNCO) when repairs will be accomplished through contract sources.

3.3.1.10. Upon completion of the repairs, whether performed in-house or through contract sources, produce two copies of an OLVIMS listing itemizing the actual cost of repairs. One copy will be forwarded to the using organization as notification of material or contract costs. A second copy will be forwarded to 48 CPTS/FMFL for reimbursement or refund action for all material or contract costs incurred.

3.3.1.11. Track the cost of all required parts and materials, whether accomplished in-house or through contract sources, utilizing the On-Line Vehicle Integrated Management System (OLVIMS).

3.3.1.12. Ensure only those repairs directly related to the accident, abuse or misuse are accomplished to prevent the unwarranted transfer of unit funds.

3.3.1.13. Provide the using organization with an AF Form 20, Repair Cost and Repairable Value Statement, upon request when pecuniary liability is being assessed.

3.3.1.14. Establish and maintain an accident and abuse case file for tracking purposes.

### 3.3.2. Using organization responsibilities.

3.3.2.1. In accordance with established governing directives each using organization shall, through their VCO/VCNCO, make every effort to properly care for all assigned GOVs. Furthermore, to maximize service life by reducing overall utilization, each using organization must restrict GOV use to only those mission essential tasks for which the vehicle was intended.

3.3.2.2. Conduct a ROS, or other internal investigation as deemed appropriate by the using organizational commander, for all damage not attributable to fair wear and tear in accordance with AFIs 31-201, 31-204, 91-204, and AFMAN 23-220. The investigation will assess whether the operator exercised reasonable care, determine the cause, identify actions necessary to prevent reoccurrence and determine whether pecuniary liability will be accessed.

3.3.2.3. Upon completion of the investigation provide the results to 85 CES/LGRV. Only the finding of the report will be provided as the report may contain sensitive information.

3.3.2.4. Upon completion of the investigation, or when the GOV is no longer required as an exhibit, notify Vehicle Maintenance in writing the vehicle is released for repairs. If the GOV is required as an exhibit for longer than the initial five duty days, notify 85 CES/LGRV in writing (electronic notification is acceptable). Every effort will be made to release the vehicle for repairs within five duty days to minimize the amount of time the vehicle is out of service.

3.3.2.5. Whenever the investigation reveals operator negligence or that reasonable care was not taken, reimburse 85 CES/LGRV for repair costs. Costs will be limited to parts, contracts and civilian labor only. 85 CES/LGRV will furnish 85CPTS/FMFL an itemized bill reflecting all costs associated with the repairs along with a letter stating the using organization agrees to reimburse. 85 CPTS will then transfer the obligations from CES to the using organization found liable for the damage. The obligations would then reduce the liable unit's available funding.

3.3.2.6. As outlined in AFI 24-301, Request an AF Form 20, Repair Cost and Repairable Value Statement, from 85 CES/LGRV when pecuniary liability will be assessed. Reimbursement to 85 CES/LGRV will not be delayed pending pecuniary liability actions.

3.3.2.7. Review the billing as reflected on the OLVIMS report and contact 85 CES/LGRV to resolve any billing disputes.

#### 3.4. Procedures for GOV Misuse and Incidents:

3.4.1. When Vehicle Maintenance determines GOV damage is the result of *misuse*, as defined in this instruction, it shall be processed as a vehicle abuse.

3.4.2. When Vehicle Maintenance determines GOV damage to be *incidental*, as defined in this instruction, it shall be repaired as routine unscheduled maintenance with no transfer of funds.

**4. Temporary Replacement Vehicles.** Temporary replacement vehicles are not normally provided to the using organization during the investigation or repair of damage resulting from a GOV accident, abuse or misuse.

**5. Repair Actions.** Repair actions may be delayed provided loss of the vehicle will not adversely impact the group's mission, existing damage does not impair the safe operation of the vehicle and no further damage will result by delaying the repairs.

**6. Repair Priority.** Normally, all GOV accident, abuse and misuse damage repairs will receive a routine repair priority by Vehicle Maintenance.

STEVEN F. DREYER, Colonel, USAF  
Deputy Commander, 85th Group

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*

AFI 24-301 and USAFE Supplement 1, *Vehicle Operations*

AFI 24-302, *Vehicle Maintenance Management*

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFMAN 24-307 and USAFE Supplement 1, *Procedures for Vehicle Maintenance Management*

AFI31-201, *Security Forces Standards and Procedures*

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*

AFI 91-204, *Investigating and Reporting US Air Force Mishaps*

***Abbreviations and Acronyms***

**GOV**—Government Operated Vehicle

**JV**—Journal Voucher

**NCO**—Non-Commissioned Officer

**OLVIMS**—On-Line Vehicle Integrated Management System

**RA**—Resource Advisor

**ROS**—Report of Survey

**TDY**—Tour of Duty

**VCO**—Vehicle Control Officer

## Attachment 2

## SAMPLE ACCIDENT/ABUSE NOTIFICATION LETTER

Date \_\_\_\_\_

MEMORANDUM FOR 85 XX/CC

FROM: 85 CES/LGR

SUBJECT: Vehicle Accident/Abuse; Vehicle Registration XXBXXX, Chevy Pickup...

1. The above vehicle is assigned to your organization according to our records and was turned into Vehicle Maintenance with damage to... I have determined this damage cannot be attributed to fair wear and tear. Included with this package you will find pictures of the damaged areas and an estimate of the repair costs necessary to return the vehicle to a safe and serviceable condition IAW T.O. 36-1-191.
2. Due to the damage sustained to this vehicle, we strongly recommend a Report of Survey (ROS) be accomplished IAW AFMAN 23-220 (Reports of Survey to Air Force Property). Chapter 18 (ROS Pertaining to Vehicles), outlines guidance and should answer any questions you may have. If an individual is found liable, or voluntarily accepts liability, you can request an AF Form 20 from Vehicle Maintenance to document actual repair costs. Reference AFI 24-301, Chapter 4, and AFI 24-302, paragraph 1.8 for the proper procedures.
3. Please endorse and return this letter within five working days from receipt of package, releasing the vehicle to maintenance for repairs. If this letter is not returned and received by **(Date)**, repairs will commence. Commencement of repairs will not exempt units from providing the proper release action. Any Vehicle Maintenance questions pertaining to this action should be referred to Vehicle Maintenance Control and Analysis at extension 2907.

JAMES B. GHERDOVICH, Capt, USAF  
Commander, Logistics Readiness Flight

1st Ind, 85 XX/CC

MEMORANDUM FOR 85 CES/LGR

/LGRV

1. All investigation actions have been completed and vehicle is released for repairs.
2. The unit accepts pecuniary responsibility for an estimated \$\_\_\_\_\_ in damages and will pay using:  
 ( ) GPC: The POC for GPC card is \_\_\_\_\_ ext. \_\_\_\_\_  
 ( ) OTHER: \_\_\_\_\_

Rank: \_\_\_\_\_ Name: \_\_\_\_\_

Duty Title: \_\_\_\_\_ Duty phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JOHN Q. PUBLIC, Maj, USAF  
Commander, 85 XX